



Upload Attachment(s) Within 8 Hours

Note: Information used to complete examples is fictitious.

Attachment(s) Submission Option:

☐ I will be uploading attachment(s) now

☒ I will be uploading attachment(s) (within 8 hours)

☐ I w

☐ I w

☐ I w

☐ I w

☐ I w

In order to upload attachment(s) within eight hours of submitting an eTAR, you must have chosen the **I will be uploading attachment(s) (within 8 hours)** option when you originally submitted your eTAR.

FAX in California (877)270-8779

FAX outside of California (916)384-9000

IMPORTANT: You must ALWAYS use the TAR 3, Treatment Authorization Request (TAR) – Attachment Form as the FAX cover sheet when FAXing eTAR attachments.

To order additional TAR 3, Treatment Authorization Request (TAR) – Attachment Forms please call: (800) 541-5555 and follow the prompts for eTAR.

NOTE: TARs will be deferred if attachments are not received within the time stated above.

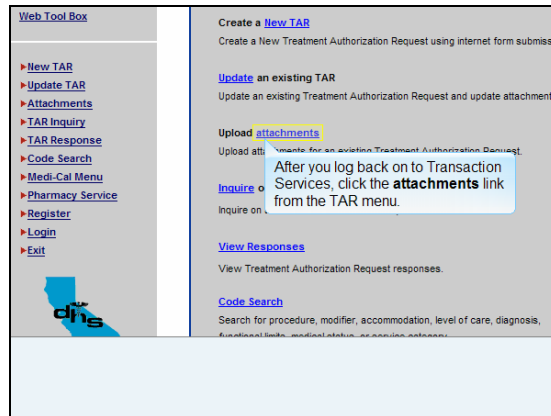
[Continue](#)

In this tutorial, you will learn how to upload attachment(s) to an existing eTAR within eight hours of the eTAR submission. The Attachment Options page lists all options available for submitting an attachment.

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In this tutorial, you will learn how to upload attachment(s) to an existing eTAR within eight hours of the eTAR submission.

In order to upload attachment(s) within eight hours of submitting an eTAR, you must have chosen the **I will be uploading attachment(s) (within 8 hours)** option when you originally submitted your eTAR.



After you log back on to Transaction Services, click the **attachments** link from the TAR menu.

Note: Fields designated with an asterisk (*) are required for eTAR submission. Non-asterisk fields may be necessary for eTAR adjudication.

The **Original Submitting Provider #** field is pre-populated with the provider number used to log on to Transaction Services.

If you are trying to update a TAR for a different provider number, you must log off and log on to Transaction Services again using a different provider number.

Type the original recipient ID number in the **Original Recipient ID #** field.

Please enter original TAR information to retrieve your TAR for updating.

* Original Submitting Provider # XXX123456

* Original Recipient ID #

* Original TAR #

Submit Attachment

Type the original TAR number in the **Original TAR #** field.

Type the original TAR number in the **Original TAR #** field.

Please enter original TAR information to retrieve your TAR for updating.

* Original Submitting Provider # XXX123456

* Original Recipient ID # 123456789

* Original TAR #

Submit Attachment

Click **Submit Attachment**.

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The screenshot shows the 'Treatment Authorization Request' page. At the top, there is a search bar and a 'My CA' link. The main content area has a blue header bar. Below the header, there is a message: 'The information you entered has passed the validation process. Click **Continue** to choose the attachment(s) to upload.' There are two buttons: 'Continue' and 'Cancel TAR Update'. A callout box points to the 'Continue' button with the text 'Click **Continue**.' Another callout box points to the 'Cancel TAR Update' button with the text 'Click **Cancel TAR Update** to return to the TAR menu.' At the bottom, there is a copyright notice: '© 2003 State of California, Arnold Schwarzenegger, Governor.' and a footer message: 'This page will appear when the information you entered has passed the validation process.'

This page will appear when the information you entered has passed the validation process.

Click **Cancel TAR Update** to return to the TAR menu.

Click **Continue** to choose the attachment(s) to upload.

Click **Continue**.

The screenshot shows the 'TAR Attachment Uploads' page. At the top, there is a search bar and a 'My CA' link. The main content area has a blue header bar. Below the header, there are several input fields: 'TCN: 0400010052', 'FAX Number:', 'Provider ID: XXX123456', 'Recipient ID: 123456789', and 'Provider Cntl Nbr:'. Below these fields, there is a message: 'Medi-Cal only accepts attachments with the following file extensions: .jpg, .jpeg, .gif, .png, .tif, .bmp, .pdf, .txt, .htm, .html'. Below this message, there is a text input field for 'Enter the file name(s) to upload' and a 'Browse...' button. At the bottom, there is a footer message: 'The TCN, Provider ID and Recipient ID fields are pre-populated based on the current eTAR being submitted. Complete all other fields as necessary.'

The **TCN**, **Provider ID** and **Recipient ID** fields are pre-populated based on the current eTAR being submitted.

Complete all other fields as necessary.

Enter the file name(s) to upload

Use the Browse button to select the file name from your PC.
After selecting the file(s), click on the Upload File button to upload the file to Medi-Cal.

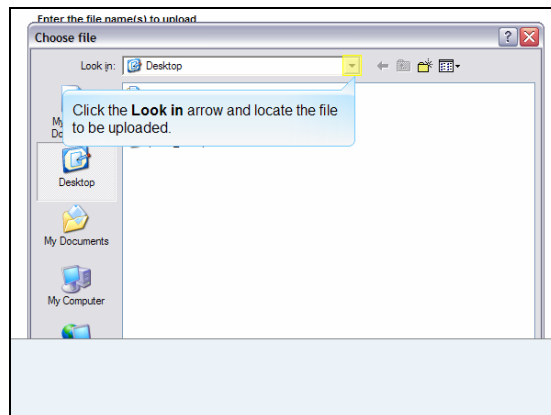
Click **Browse** to locate the file to attach.

Upload Files Reset

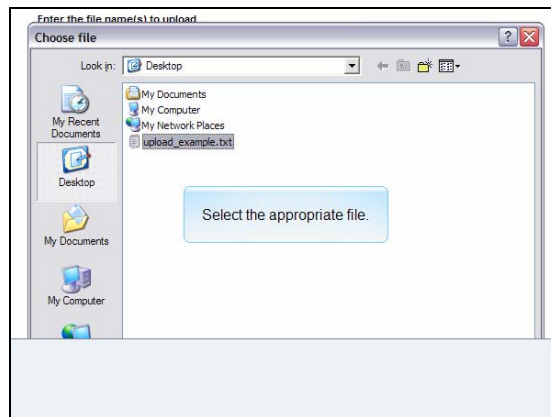
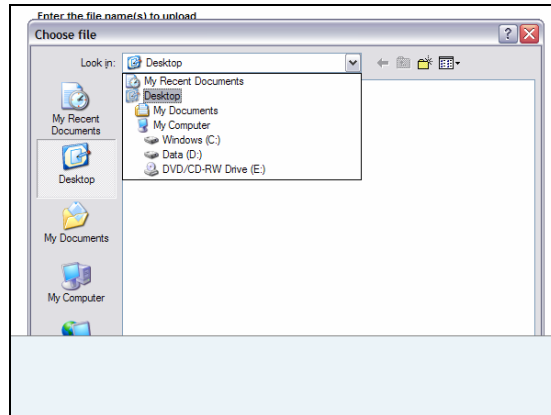
Note: Medi-Cal now accepts attachments with the following file extensions: .jpg, .jpeg, .gif, .png, .tif, .bmp, .pdf, .txt, .htm, and .html.

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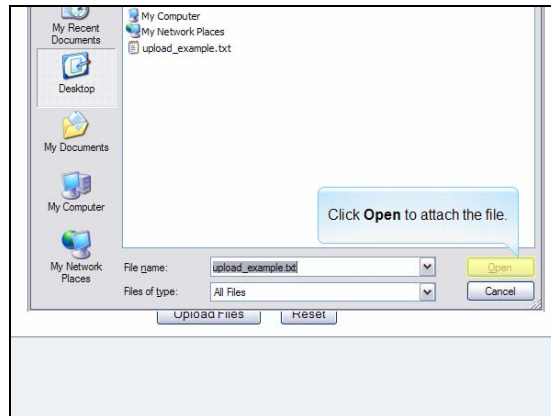
Click **Browse** to locate the file to attach.



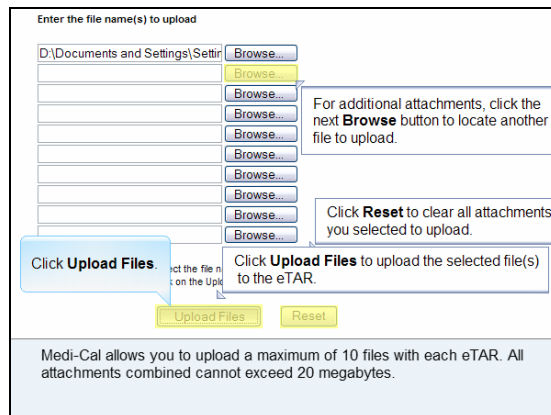
Click the **Look in** arrow and locate the file to be uploaded.



Select the appropriate file.



Click **Open** to attach the file.



For additional attachments, click the next **Browse** button to locate another file to upload.

Medi-Cal allows you to upload a maximum of 10 files with each eTAR. All attachments combined cannot exceed 20 megabytes.

Click **Reset** to clear all attachments you selected to upload.

Click **Upload Files** to upload the selected file(s) to the eTAR.

Click **Upload Files**.

The screenshot shows a web page titled "TAR Attachment Upload Status". At the top right, there is a search bar and a "My CA" button. The main content area has a blue header. Below the header, the text reads: "Thank you for uploading your TAR attachment(s) for TCN 0400010093. The attachment was saved successfully." This is followed by a request to verify the attachment file(s) at "D:\Documents and Settings\Desktop\upload_example.txt". It then displays the tracking number "1881" and the upload times: "Start time ==> 2005.12.07 at 13:51:38 PST", "End time ==> 2005.12.07 at 13:51:38 PST", and "Total time ==> 0 seconds." A blue link "Return to TAR Menu" is positioned above a light blue footer box. The footer box contains the text: "When all attachments have been uploaded, you will be directed to the TAR Attachment Upload Status page. From this page, you can verify that the attachments you selected have been uploaded successfully."

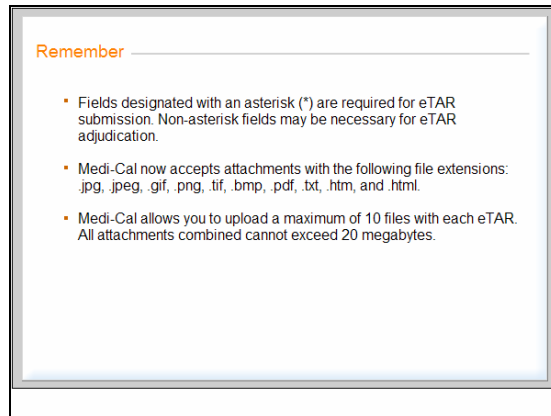
When all attachments have been uploaded, you will be directed to the TAR Attachment Upload Status page.

From this page, you can verify that the attachments you selected have been uploaded successfully.

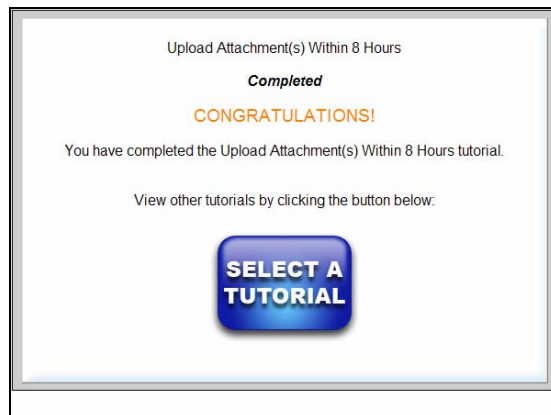
This is an annotated version of the screenshot from the previous block. It includes two callout boxes with arrows pointing to specific links. The first callout box, with a blue border, points to the "Return to TAR Menu" link and contains the text: "Click the **Return to TAR Menu** link to return to the TAR main menu." The second callout box, also with a blue border, points to the "Return to Pharmacy Online TAR" link and contains the text: "Click the **Return to Pharmacy Online TAR** link to return to the Pharmacy main menu." The rest of the page content is identical to the previous screenshot.

Click the **Return to TAR Menu** link to return to the TAR main menu.

Click the **Return to Pharmacy Online TAR** link to return to the Pharmacy main menu.

**Remember**

- Fields designated with an asterisk (*) are required for eTAR submission. Non-asterisk fields may be necessary for eTAR adjudication.
- Medi-Cal now accepts attachments with the following file extensions: .jpg, .jpeg, .gif, .png, .tif, .bmp, .pdf, .txt, .htm, and .html.
- Medi-Cal allows you to upload a maximum of 10 files with each eTAR. All attachments combined cannot exceed 20 megabytes.



Upload Attachment(s) Within 8 Hours - **Completed**

CONGRATULATIONS!

You have completed the Upload Attachment(s) Within 8 Hours tutorial.

View other tutorials by clicking the button below: